

## OSPI School District Registration

If your school district is registered under the Office of Superintendent of Public Instruction (OSPI), use this form to register with the Department of Licensing to submit student completion certificates electronically. You must have access to a computer to enter certificates electronically.

Mail the completed request or scan and email to:

**Driver Training School Program, MS 48106**  
**Department of Licensing**  
**PO Box 435**  
**Olympia, WA 98507**  
 Email: tse@dol.wa.gov

Please allow two weeks for processing. If you have additional questions, contact (360) 664-6692.

### School district information

TYPE or PRINT School district name		Office use
Physical address of school district (Address, City, State, ZIP code)		
Mailing address of school district, if different (Address, City, State, ZIP code)		
Contact name (main point of contact for school district)	Contact title	

### High school information

High school name		Status <input type="checkbox"/> Add <input type="checkbox"/> Delete	Office use
Physical address (Address, City, State, ZIP code)			
Mailing address, if different (Address, City, State, ZIP code)			
Contract name	Title	(Area code) Telephone number	Email
High school name		Status <input type="checkbox"/> Add <input type="checkbox"/> Delete	Office use
Physical address (Address, City, State, ZIP code)			
Mailing address, if different (Address, City, State, ZIP code)			
Contract name	Title	(Area code) Telephone number	Email
High school name		Status <input type="checkbox"/> Add <input type="checkbox"/> Delete	Office use
Physical address (Address, City, State, ZIP code)			
Mailing address, if different (Address, City, State, ZIP code)			
Contract name	Title	(Area code) Telephone number	Email

For office use only		
Application received (date)	Reviewed by (Driver Training School Program)	Action taken Approved _____ Denied _____ Applicant notified _____